



**City of Henderson
Department of Public Works
Land Development Division
New Development**

To insure development plans meet applicable public works standards and to provide floodplain management services.

Civil Improvement Plan Submittal Form

PCVL # _____
(Provided by COH at Submittal)

INSTRUCTIONS:

This form is to be completed, signed, and submitted to the City of Henderson Public Works New Development Division for all new civil improvement projects requiring City of Henderson approval. Submittals must include all items listed below. All nine sets of plans to be submitted must include the Engineer's original seal and signature on the Cover Sheet, or the submittal will be considered "Incomplete." In the instance when an item listed below is not required, an email or letter from the Department responsible for that item will be required in its place.

A Final Grading Permit application package must be submitted to the Building Department immediately following the Civil Improvement plan submittal (see checklist below). The Civil Improvement plan submittal will not be considered complete until the Final Grading Permit application and grading fees have been submitted to the Building Department.

CIVIL PLAN SUBMITTAL PACKAGE

- ☐ NINE SETS OF WET STAMPED IMPROVEMENT PLANS
- ☐ TECHNICAL DRAINAGE STUDY APPROVAL LETTER OR EMAIL WAIVER
- ☐ TRAFFIC STUDY APPROVAL LETTER OR EMAIL WAIVER
- ☐ BOND AND INSPECTION FEE FORM – PLAN CHECK FEE [Paid at time of Submittal]
- ☐ FOUR WET-SEALED COPIES OF THE GEOTECHNICAL REPORT
- ☐ WATER HYDRAULIC ANALYSIS ACCEPTANCE LETTER OR EMAIL WAIVER
- ☐ CITY COUNCIL CONDITIONS OF APPROVAL AND ANY APPROVED WAIVERS

FINAL GRADING PERMIT SUBMITTAL PACKAGE

(For submittal to the Building Department immediately following the Civil Plan Submittal)

- ☐ GRADING PERMIT APPLICATION & GRADING PERMIT PLAN CHECK FEES
- ☐ STORM WATER DISCHARGE "NOTICE OF INTENT" (NOI) [projects one acre or larger]
- ☐ DESERT CONSERVATION FORM [can be filled out at time of submittal]



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ASSESSOR'S PARCEL NUMBERS (LIST ALL): _____

PROJECT TITLE: _____

STREET LOCATION: _____

PROJECT TYPE (SINGLE FAMILY, MULTIFAMILY OR COMMERCIAL): _____

GROSS ACREAGE: _____

DEVELOPER: _____

NAME

ADDRESS

CITY

STATE ZIP

TELEPHONE

CONTACT PERSON: _____

NAME

TELEPHONE

ENGINEERING FIRM: _____

ENGINEER'S ADDRESS: _____

TELEPHONE: _____

FAX: _____

ENGINEER (PRINT OR TYPE NAME): _____

NEVADA P. E. #: _____

CONTACT PERSON: _____

NAME

TELEPHONE

ENGINEER'S SIGNATURE: _____

DATE: _____